

WASATCH FRONT NORTH SERVICE AREA 

Job Seeking **Skills Workshops**

Open to All Job-seeking Customers

June 2013

Workshop	Date	Time	Location
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	June 6, 13, 20, 27	1:00 PM	Roy EC
	June 4, 11, 18, 25	8:30 AM	Ogden EC
	June 5, 12, 19, 26	1:00 PM	Clearfield EC
	June 3, 10, 17, 24	8:30 AM	South Davis EC
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.	June 13	8:30 AM	Roy EC
	June 6	8:30 AM	Ogden EC
	June 11, 18, 25	1:00 AM	Ogden EC
	June 12, 26	8:30 AM	Clearfield EC
INTERVIEWING SKILLS: Learn how to gain a confident edge during your interview.	One-on-one appts. only		South Davis EC
	June 27	8:30 AM	Roy EC
	June 20	8:30 AM	Ogden EC
	June 5	8:30 AM	Clearfield EC
NETWORKING STRATEGIES: Learn how to implement a networking plan to access your circle of influence.	June 10	1:00 PM	South Davis EC
	June 4	1:00 PM	Ogden EC
	June 19	8:30 AM	Clearfield EC
	June 24	1:00 PM	South Davis EC
HILL AIR FORCE BASE BROWN BAG	June 27	1:00–2:30 PM	Clearfield EC

To sign up for any of our **NO COST** workshops, register at jobs.utah.gov/jobseeker and select "Attend a Workshop" from the bottom menu to register.

Employment Center (EC) Locations

• Clearfield EC
1290 E. 1450 S.

• Roy EC
1951 W. 5400 S.

• Ogden EC
480 27th St.

• South Davis EC
763 W. 700 S.

Plan to arrive 10–15 minutes before the workshop begins. Workshops *start* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to reschedule.*

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.